

# Public Document Pack

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## EMPLOYMENT AND MEMBER STANDARDS PANEL

will meet on

**TUESDAY, 12TH NOVEMBER, 2019**

**At 6.30 pm**

in the

**ASCOT AND BRAY - TOWN HALL,**

TO: MEMBERS OF THE EMPLOYMENT AND MEMBER STANDARDS PANEL

COUNCILLORS CHRISTINE BATESON, SAMANTHA RAYNER (CHAIRMAN),  
LYNNE JONES, DEL CAMPO, SHAMSUL SHELM (VICE-CHAIRMAN), ANDREW  
JOHNSON, SIMON WERNER AND DAVID COPPINGER

COUNCILLORS

SUBSTITUTE MEMBERS

COUNCILLORS DAVID HILTON, JOHN STORY, JOHN BALDWIN, DAVID CANNON,  
STUART CARROLL, PHIL HASELER, GEOFF HILL AND JOSHUA REYNOLDS

Karen Shepherd, Head of Governance - Issued: Monday, 4 November 2019

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **David Cook** 01628 796560

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## **AGENDA**

### **PART I**

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>	<b><u>PAGE NO</u></b>
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2.	<b><u>DECLARATIONS OF INTEREST</u></b>  To receive any declarations of interest	5 - 6
3.	<b><u>MINUTES</u></b>  To consider the minutes of the meeting held on 10 September 2019.	7 - 12
4.	<b><u>UNISON AND GMB PAY CLAIM FOR 2020/21</u></b>  To consider the report.	13 - 30
5.	<b><u>FAMILY LEAVE POLICY - ADDITIONAL PAID LEAVE FOR FOSTER CARERS</u></b>  To consider the report.	31 - 36
6.	<b><u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u></b>  To consider passing the following resolution:-  "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	-

**PRIVATE MEETING - PART II**

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
7.	<u>UNISON AND GMB PAY CLAIM FOR 2020/21</u>  To consider the Part II appendix.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	37 - 38
8.	<u>PROPOSED STAFFING EFFICIENCIES</u>  To consider the report.  <b><i>(Not for publication by virtue of Paragraph 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	39 - 48



## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 3

## EMPLOYMENT AND MEMBER STANDARDS PANEL

TUESDAY, 10 SEPTEMBER 2019

PRESENT: Councillors Christine Bateson, Samantha Rayner (Chairman),  
Lynne Jones, Del Campo and David Coppinger

Officers: Nikki Craig, Karen Shepherd, Mary Severin and David Cook.

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dudley, Cllr Hilton attended as a substitute and from Cllr Werner, Cllr Baldwin attended as a substitute.

### DECLARATIONS OF INTEREST

There were no declarations of interest received.

### MINUTES

**Resolved unanimously: that the minutes of the meeting held on 9 July be approved subject to Cllr Del Campo be recorded as Cllr Catherine Del Campo in line with the other councillors.**

### REPORT ON THE COMMITTEE ON STANDARDS IN PUBLIC LIFE - BEST PRACTICE

The Panel considered the report regarding the best practice for councillor standards in public life.

The Monitoring Officer informed members that in January 2019 the Committee on Standards in Public Life published a report on the review carried out of the current national standard arrangements for Councillors. The report contained a set of best practice arrangements and suggested that each local authority compare its current arrangements against the list. These are set out in the Appendix to this report.

The report recommended that the Panel noted the report and recommended that the Monitoring Officer, in consultation with the Chairman of the Panel, makes suggested changes to the Council's Code of Conduct and complaints process. These changes would then be brought to another Panel meeting prior to any changes to the constitution.

Cllr Hilton asked if there were more complaints then there used to be and questioned the statements that with regards to Disclosable Pecuniary Interests there could be criminal offences. The Panel were informed that there had only been one Cllr nationally prosecuted under the Localism Act pecuniary interest offence, a Cllr Flower from Dorset. With regards to complaints this was dealt with in the next agenda item, however over the last 18 month there had been an increase in complaints mainly due to the local elections and an increase in new Cllrs who may not be aware of the guidelines about social media.

Cllr Jones mentioned that with regards to social media it was very easy for a Cllr to be involved in a conversation they had no intention of doing or being accused of not engaging.

Cllr Del Campo questioned that for code of conduct complaints when were they published and asked about the review process and member involvement. The Panel were informed that before a decision was made everything was treated as confidential and the only sanctions

under the code was to publish a decision notice on the website. With regards to reviewing complaints as Members owned the councils code of conduct it would be for Members to decide if they were going to be part of the process.

Cllr Bateson asked who our Independent Person was and was informed he was Mr Peter Frank Hills.

Cllr Del Campo suggested that the nature of the consultation on any complaints should be included within the report to show that there was no political bias.

Cllr Jones mentioned that she had already raised concern about members being involved in the evaluation process unless there was representation from different parties. We needed to ensure there would be no bias.

Cllr Baldwin mentioned that a cllr may have a history of complaints made against them that were not investigated after the initial stage, knowing a history built up a pattern that would help with the decision making process. The Panel were informed that there may be an instance where a Cllr had made comments on social media prior to being elected and thus they should not be taken into account when they became a Cllr, each case should be taken on their own merits.

Cllr Hilton said that Cllr needed to be fair and leave any bias behind when on appeals panels. Cllr Baldwin also felt that the process had to be seen to be fair.

Cllr Del Campo said it was important to increase confidence in our standards but an increased confidence in the system could also see an increase in complaints made. The Panel were informed that it was important to have confidence in our standards and systems but we also needed to have an acceptable fresh hold as a standards complaint can be time-consuming and upsetting for the Cllr.

**Resolved unanimously: That the Employment and Member Standard Panel:**

- i) Notes the report of the Committee on Standards in Public Life.**
- ii) Delegates to the Monitoring Officer, in consultation with the Chairman of the Employment and Member Standards Panel, to draft changes to the Council's Code of Conduct and complaints process. The draft changes will be brought back to the Panel with a further recommendation to formalise them into the Constitution via a report to full Council.**

## UPDATE ON CODE OF COMPLAINTS AND FEEDBACK

The Panel considered the report that provided information about Code of Conduct complaints for the last year, as well as an update on current Code of Conduct complaints.

The Panel were informed that there were currently 9 code of conduct complaints under investigation, the majority of them related to comments on social media. There had been poor relationships between some members that had resulted in complaints.

Cllr Coppinger asked why a cllr had been named within the appendices whilst others had not and asked if complaints were also passed to the group leaders. In response the Panel were informed that the Cllr had been named as a decision had been made and published on the RBWM website. Party leaders were informed of complaints when consent was given.

The Chairman mentioned that as there seemed to be a issue with Datchet Parish Council could there be any mediation and she noted that last year only three of the complaints investigated were seen as breaches of the code. The Panel were informed that there had been a number of issues with Datchet Parish Council that would be brought to the standards panel.



Cllr Hilton felt that making a complaint should not be too easy as there should be a minimal level of information provided, however there was a balance that it also should not be too difficult to complain.

Cllr Hilton also suggested that we should consider training and have a guide for social media. Members were informed that any ideas for training should go to the Service Lead for Governance and that there was guidance available for members on the use of social media.

Cllr Jones mentioned that as that as a group leader she tried to encourage her members to bring complaints to her first to see if they can be resolved before becoming formal complaints.

**Resolved unanimously: that the Employment and Member Standards Panel:**

- I. Notes the report and considers any issues arising.**
- II. Resolves that a report with an update on Code of Conduct complaints is brought to the Panel every six months.**

**STAFF SURVEY 2019**

The Panel considered the report that detailed the results of the 2019 staff survey.

Members were informed that a temperature check survey was carried out biannually with the full survey running on alternative years. In July 2019 a temperature check survey was conducted. The questions asked were the same as those asked at the last temperature check survey in 2017 as the full survey questions had also remained static.

Staff members could undertake the survey online or on paper and there had been a 60.95% response rate compared to 52.38% for the full survey in 2018. Page 26 of the agenda pack, paragraph 2.3 detailed the six statements employees were asked to rate between strongly agree to strongly disagree, they were:

- My work gives me a sense of personal achievement
- I am given opportunities for personal and professional development
- My manager visibly demonstrates the CREATE values
- The senior leadership team have a plan that I believe in
- I feel proud to work for the council
- The council provides a great service to our residents

Overall results were positive as shown in image 1 and table 1 on agenda pack page 27. Table 2 on page 28 showed a year on year comparison. Whilst the full survey questions were greater in number, they had been grouped in the theme of the temperature check so that comparisons could be made. In all cases, there had been a positive increase in percentage points.

Although overall the survey results were positive there were areas that required improvement with the lowest score remaining around leadership. This has been a focus for 2019 with better visibility of the senior leadership team and further improving communication on the direction of the council including actions detailed in paragraph 3.2 that included:

- Communicating messages from Corporate Leadership Team meetings
- Continued work with Employee Ambassadors to engage with staff
- All staff meetings, held on a bi-annual basis

Other areas that required improvement was personal development that, whilst much improved, scored within the amber range, that meant a focus on improving training and

development opportunities for employees and better utilisation of the apprenticeship levy, cross team working and opportunities for mentoring.

Work was done at comparing the results with those of Optalis and Achieving for Children but the question sets and format were very different, so doing a direct comparison was not possible.

A number of future actions had been identified including a middle managers forum where those mid level employees had the chance to network and share ideas. The corporate leadership team were to be more visible starting with them facilitating all staff sessions from October onwards to review values and behaviours and look at general experience of working for the council.

Members were informed that the next full survey was scheduled for July 2020.

Cllr Jones mentioned that the report showed that there had been a marked increase in staff voicing complaints about working location and office space and she felt that this should have improved as most office moves had been completed and how did we know it was the recent moves that caused concern. Members were informed that although the survey was confidential they did know the service area that they came from and thus could tell that the concerns came from areas that had recently had to undergo a number of office moves and thus the results were expected this year.

Cllr Bateson asked if the mentors came from the same department and was informed that this was not always the case and mentoring from different areas provided useful insights into how to manage teams.

Cllr Hilton asked if there was any granularity between service areas and if there were differences between services. The Panel was informed that at head of services areas there was granularity but across all services the themes were consistent.

Cllr Del Campo raised concern about the results regarding the senior leadership team and was informed that there was now a new managing director in place with a new senior management restructure being implemented.

Cllr Copping mentioned that looking at comparative data throughout the years it was good to see a continuous improvement.

Cllr Baldwin mentioned that the report only showed percentages and not absolute numbers and although it was compulsory to answer every question on line this would not be the case with paper copies.

**Resolved unanimously: that the Employment Panel notes the report and:**

- Reviewed the results of the 2019 Staff Survey Temperature Check.
- Noted the proposed next steps to address any areas for improvement.

#### LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY:** That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

**Resolved Unanimously:** that the Part II minutes of the meeting held on 9 July 2019 be approved.

The meeting, which began at 6.30 pm, finished at 7.30 pm

CHAIRMAN.....

DATE.....

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Report Title:	<b>UNISON and GMB pay claim for 2020/21</b>
Contains Confidential or Exempt Information?	No - Part I , except appendix C Part II Not for publication by virtue of paragraph 3 of part 1 of the Schedule 12A of the Local Government Act 1972.
Member reporting:	Cllr S Rayner, Lead Member for HR, Legal, ICT, Resident and Leisure Services, Performance Management and Windsor
Meeting and Date:	Employment and Member Standards Panel - 12 November 2019
Responsible Officer(s):	Duncan Sharkey, Managing Director and Nikki Craig, Head of HR, Corporate Projects and ICT
Wards affected:	None

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## REPORT SUMMARY

1. This report deals with the annual pay claim submitted by UNISON and GMB trade unions (Appendix A). Their claim covers all staff on local terms and conditions, including the Corporate Leadership Team and Managing Director.
2. It recommends that Employment Panel reviews and considers the information provided in relation to any pay increase being applied from April 2020.
3. These recommendations are being made as part of a local agreement the Council has with its recognised trade unions, allowing them to annually propose an increase for non-school based staff.
4. The financial implications of these proposals are set out in section 4.2.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Employment and Member Standards Panel notes the report and:

- i) Reviews the trade union pay claim and the supplementary information supplied as part of the consideration of the annual pay review for eligible staff for 2020/21.

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Options

**Table 1: Options arising from this report**

Option	Comments
Consider the pay claim submitted by the trade unions.  <b>This is the recommended option</b>	This request forms part of the annual pay review approach as detailed in the local pay, terms and conditions framework agreement.
Do not consider the trade union pay claim.	This would contravene the agreed framework.

### **Local pay, terms and conditions framework agreement**

- 2.1 The Royal Borough came out of the national terms and conditions that apply to local government employees, known as 'Green Book' in 2011 and has agreed local pay provisions. Appendix B, table 5 provides details of pay increases under the 'Green Book' and then after, under local terms and conditions. The local pay determination framework covers all non-school based staff and under the framework trade unions are able to submit their pay and reward claim each year for consideration by Employment and Member Standards Panel.
- 2.2 In accordance with the framework, following Cabinet's approval of budgets, Employment and Member Standards Panel will advise trade unions of the pay and reward settlement for 2020/21 once it has been finalised. The trade unions are entitled to ballot their members on the outcome of the pay settlement.

### **Current pay reward scheme**

- 2.3 In May 2018, Employment and Member Standards Panel endorsed the introduction of a new pay reward scheme for all employees, which was reflected in April 2019 pay. The scheme provided an annual pay award for those employees 'achieving expectations', subject to annual budgetary provision and a more flexible instant reward scheme to recognise and reward significant achievements during year.

### **Trade union pay claim**

- 2.4 The recognised trade unions (UNISON and GMB) have submitted the following joint claim, full details of which are contained in Appendix A:
- *Appropriate reward for the increasing workloads and pressures that our members have experienced over the previous year*
  - *A substantial above-inflation (RPI) pay rise to help restore and maintain employees' living standards, as an alternative to performance related pay*
  - *In effect, this means a guarantee that all grades receive a real living wage of £10 per hour – or a 10% increase – for all pay points (whichever is greater)*
  - *A one day increase to the minimum paid annual leave entitlement*
  - *A two hour reduction in the standard working week*
- 2.5 This local claim, broadly reflects the recent NJC pay claim for 2020/21 and accompanying submission made by the Joint Trade Union Side (UNISON, GMB and UNITE) to the Local Government Association, for:
- A real living wage of £10 per hour to be introduced for NJC scp 1 and a 10% increase on all other NJC/GLPC pay points
  - A one day increase to the minimum paid annual leave entitlement set out in the Green Book
  - A two hour reduction in the standard working week as set out in the Green Book
  - A comprehensive joint national review of the workplace causes of stress and mental health throughout local authorities

### **Initial response to the pay claim**

- 2.6 The total cost of all the elements of the pay claim has been modelled and equates to an additional cost to salary budgets of £3,469,680 for 2020/21.
- 2.7 UNISON and GMB will send representation to the Employment and Member Standards Panel meeting on 12 November 2019 to present the details of their claim.

#### **Finalising pay increase budget and method**

- 2.8 Any budget for a pay award will be confirmed following the Council meeting on 25 February 2020, HR will then model a range of options reflecting the budget allocated to pay awards. These will be considered at Employment and Member Standards Panel in March 2020 and the trade unions informed.

#### **Local and economic information**

- 2.8 Appendix B sets out economic data, background information on recent Royal Borough annual pay settlements and the level of pay awards nationally.

### **3. KEY IMPLICATIONS**

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Full consideration of potential pay award is given	Full consideration of potential pay award is not given	Full consideration of potential pay award is given	n/a	n/a	12 November 2019

### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

- 4.1 The trade union pay claim, including employers' costs is detailed in Table 3. This has been broken down to display the salary, overtime and costs for casual and temporary staff, which all impact on the annual salary bill.
- 4.2 For this example, the salary ranges have all been increased by 10% as this is always greater than £10 per hour. This has resulted in the lowest salary increasing to £10.06 per hour (Grade 2, point 17). There is one employee on Grade 1, point 14 who would need to be assimilated into Grade 2.

**Table 3: Financial impact of trade union pay claim**

	<b>Extrapolated 2019/20 values</b>	<b>10% increase (£10 per hour minimum)</b>	<b>2 hour reduction in standard week</b>	<b>1 day increase annual leave</b>	<b>Subtotal of all amendments</b>	<b>Proposed new salary bill for 2020/21</b>
Salary	20,837,044	2,083,769	1,203,476	79,880	3,367,125	24,204,169
Overtime	427,372	42,737	24,421	0	67,159	494,531
Casual	219,932	21,993	12,568	836	35,397	255,329
<b>Grand Total</b>	<b>21,484,349</b>	<b>2,148,499</b>	<b>1,240,464</b>	<b>80,716</b>	<b>3,469,680</b>	<b>24,954,029</b>

4.3 The modelled data was reviewed and approved by an Accountancy Technician in October 2019.

4.4 Any final pay settlement will be fully costed once Employment and Member Standards Panel has reviewed and identified its preferred option for 2020/21 in March 2020.

## **5. LEGAL IMPLICATIONS**

4.1 The Council has had a local pay, terms and conditions agreement with its recognised trade unions since December 2014. The framework is for the determination and ongoing local pay and reward on a year by year basis with the intention of resolving all disputes through ongoing dialogue. Both parties will endeavour to always enter into discussions with a view to reaching a mutually acceptable agreement. The agreement incorporates an annual consultation and negotiation meeting schedule.

## **6. RISK MANAGEMENT**

### **6.1 Table 4: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Not allowing trade unions the opportunity to present a pay claim may lead to negative publicity and possible industrial action	Medium action	Allow trade unions to present their pay claim. Robust communications to respond to any feedback	Low - negative publicity minimised

## **7. POTENTIAL IMPACTS**

7.1 An equality analysis will be conducted in May 2020 once the outcome of the end of year 1-2-1 process is finalised.



## 8. CONSULTATION

- 8.1 The Head of Human Resources, Corporate Projects and ICT or nominated deputies consult regularly with the trade unions, and this process has followed the agreed timetable.
- 8.2 UNISON and GMB are invited to make a pay claim each year.

## 9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The full implementation stages are set out in Table 5.

**Table 5: Implementation timetable**

Month	Pay and reward cycle
12 November 2019	Trade unions submit their pay claim to Employment and Member Standards Panel.
November 2019 – January 2020	HR model a range of pay scenarios for consideration, if required
25 February 2020	Any pay award budget agreed at Council.
March 2020	HR model refined pay scenarios for consideration, based on available budget. 10 March - Employment and Member Standards Panel make final decision for pay award distribution. Trade unions and staff are informed of the outcome.
April 2020	Trade unions may ballot their members about the pay decision.
	End of year 1-2-1/reviews take place during March, and are logged no later than 10 April. Trade unions advise management of outcome of any ballot. Management consider outcome of any ballot.
May 2020	Any agreed pay change is implemented for all staff on local pay, terms and conditions and backdated to 1 April 2020.

## 10. APPENDICES

- 10.1 This report is supported by three appendices:

- Appendix A – UNISON and GMB joint local pay claim 2020/21
- Appendix B – Pay awards and trends for 2020/21
- Appendix C – **Not for publication by virtue of paragraph 3 of part 1 of the Schedule 12A of the Local Government Act 1972.**

## 11. BACKGROUND DOCUMENTS

- 11.1 There are no background documents for this report.

## 12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Rayner	Lead Member for HR, Legal, ICT, Resident and Leisure Services, Performance Management and Windsor	28/10/19	28/10/19
Duncan Sharkey	Managing Director	30/10/19	04/11/19
Russell O'Keefe	Executive Director		
Andy Jeffs	Executive Director	30/10/19	31/10/19
Ruth Watkins	Deputy S151 Officer		
Elaine Browne	Head of Law		
Mary Severin	Monitoring Officer		
Nikki Craig	Head of HR, Corporate Projects and ICT	29/10/19	30/10/19
Louisa Dean	Communications	30/10/19	30/10/19
Kevin McDaniel	Director of Children's Services		
Hilary Hall	Director Adults, Health and Commissioning	30/10/11	01/11/19
Karen Shepherd	Head of Governance	30/10/11	01/11/19

### REPORT HISTORY

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No	<b>To Follow item?</b> No
Report Author: Vanessa Faulkner, Service Lead – HR People Services 01628 685622		



## LOCAL PAY CLAIM 2020

### INTRODUCTION

This pay claim is submitted jointly by GMB and UNISON on behalf of our members employed by the Royal Borough of Windsor and Maidenhead (RBWM) Council.

Our claim is for the following:

- Appropriate reward for the increasing workloads and pressure that our members have experienced over the previous year
- A substantial above-inflation (RPI) pay rise to help restore and maintain employees' living standards, as an alternative to performance related pay
- In effect, this means a guarantee that all grades receive a real living wage of £10 per hour - or a 10% increase - for all pay points (whichever is greater)
- A one day increase to the minimum paid annual leave entitlement
- A two hour reduction in the standard working week

GMB and UNISON are therefore submitting the following claim for 2020, which seeks to improve and enhance the morale and productivity of our members. Meeting our claim will give RBWM the opportunity to demonstrate its commitment to creating a workforce which is well paid and high in morale and productivity. The claim is straightforward and realistic.

### 1. BACKGROUND TO THE CLAIM

A substantial increase will help restore and maintain living standards of the staff who have seen their real pay eroded considerably. Surveys of our membership show that over 76% claim they are worse off in 2019 than the year before. Over half rely on a second job to supplement their income and more than a third also need to claim additional payments for unsocial hours in order to increase their take home pay.

Nevertheless, the greatest asset of RBWM is its employees. In this pay round, our members are looking for evidence of the value that RBWM places upon them and a share in the economic recovery.

This claim is both realistic and fair. GMB and UNISON hope that RBWM will therefore give this claim the full consideration and response which employees expect and richly deserve.

## 2. FALLING VALUE OF PAY

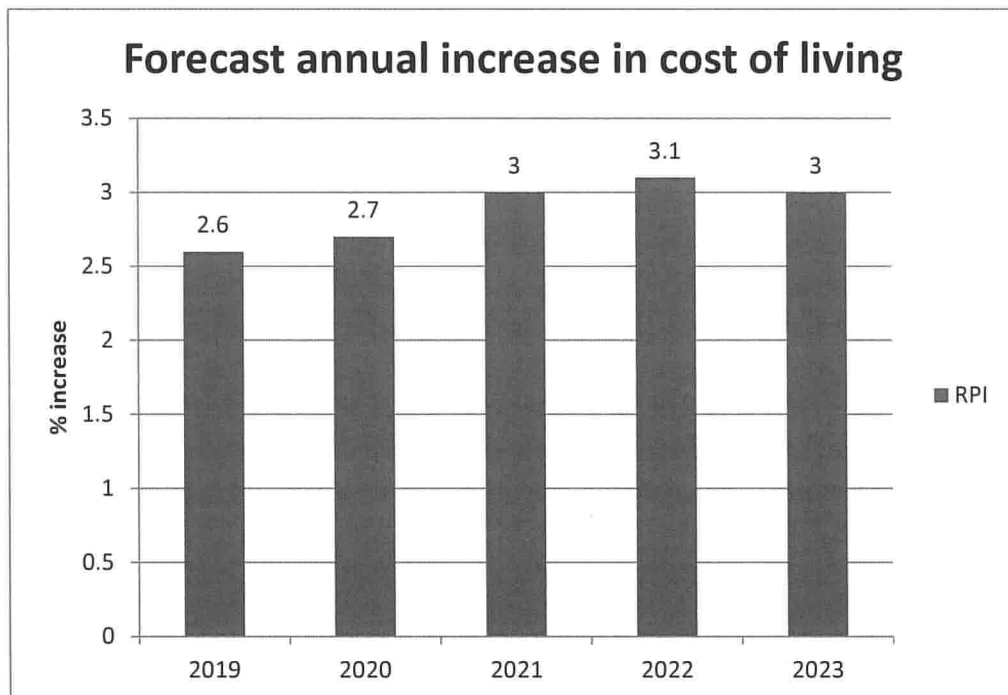
The table below demonstrates the major fall in living standards suffered by staff over recent years.

	RBWM pay increases	Rise in cost of living <sup>1</sup> (as measured by Retail Prices Index)
2010	No award	4.6%
2011	£250 consolidation for those earning less than £21,000 pa	5.2%
2012	1% consolidation for those on the maximum pay point of scales 2-6	3.2%
2013	Extra increments worth 2.5% and 2% added to top of scales 2 and 3, and 4 and 5 respectively	3.0%
2014	Introduction of performance related pay	2.4%
2015	Performance related pay	1.0%
2016	Performance related pay	1.8%
2017	Performance related pay plus 0.8% for all salaries	3.6%
2018	Performance related pay plus 2% for all salaries	3.3%
2019	One-off £552	2.4%

This means that, while the cost of living has risen by 30.5% over the last decade, pay in RBWM has not kept pace, which means that over the last ten years thousands of pounds have been cut from the value of staff wages.

The Treasury average of independent forecasts states that RPI inflation will average 2.7% over 2020 . It will then run at 3% or above every year until 2023, following the pattern shown in the graph below. These annual rates show the rate at which pay rises would be needed for wages just to maintain their current value.

<sup>1</sup> Office for National Statistics, Consumer Price Inflation Reference Tables, March 2018



Source: HM Treasury Forecasts for the UK Economy, May 2019

### 3. FALLING BEHIND AVERAGE PAY RATES

The ability of RBWM to attract and retain staff in the long term will be damaged if the pay of its staff falls behind the going rate in the labour market.

The table below shows that pay settlements over the last year across the economy have been running at 2.6%, which stands in contrast to the most recent RBWM flat rate settlement.

A sample of economic sectors that can provide alternative career options for RBWM staff shows that pay settlements are running at the rates shown below:

Sector	Average pay settlements
Across economy	2.5%
Private sector	2.7%
Public sector	1.5%
Not for profit	2.5%
Energy & gas	3.0%
Water & waste management	2.5%
Source: Labour Research Department, settlements year to June 2019	

#### **4. A £10 MINIMUM WAGE - A NEW STANDARD MINIMUM PAY BENCHMARK**

A £10 an hour minimum wage has cross-party support. Across the political spectrum, politicians see it as a common sense solution to the unsustainable problem of topping up low pay via tax credits - a cost to the Treasury that has now ballooned to £30bn a year.

Since May 2018, Labour Party policy has been to establish £10 an hour as the minimum wage for all workers, regardless of age. The Conservative Party has made it plain that it is considering setting two-thirds of average earnings as the next target for the National Minimum Wage. If adopted, this target would be expected to rapidly close on a £10 an hour rate.

Establishing a £10 minimum hourly rate in this pay round would therefore enable RBWM to build in some headroom now and avoid skirting a new legal minimum wage as has happened in the past.

There is also good reason to call on the Government to fund an increase in local government pay. Analysis by the IPPR found that 43% of the cost of raising public sector pay would be returned to the Treasury through taxation and lower social security costs.<sup>2</sup> The macro-economic benefits of moving to two-thirds of average earnings, in terms of generating employment through the multiplier effect and increased government revenue, have been set out in a report commissioned by UNISON as evidence to the Low Pay Commission.<sup>3</sup>

#### **5. RECRUITMENT AND RETENTION PRESSURES BUILDING**

Recruitment and retention is a key priority for councils. As of 2017/18, 78% of councils are experiencing recruitment and retention difficulties, with 10% feeling forced to enact a recruitment freeze at some point during 2017/18 (LGA workforce survey 2017/18). This issue is particularly acute for a variety of professional and specialist roles, including social work, planning and building control.

Successive workforce surveys conducted by the LGA make it apparent that pressures are rising. Local authorities' reported average vacancy rate of 8% (rising to 9.5% for unitary authorities) is significantly higher than the averages for wider public sector and in the economy as a whole.

With the general unemployment rate in the UK economy at its lowest level in 44 years, employers reporting their most challenging recruitment pressures since 2001, and vacancies escalating across the economy, competitive wages are becoming ever more crucial if RBWM wish to recruit and retain staff.

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<sup>2</sup> IPPR, Uncapped Potential: The Fiscal and Economic Impact of Lifting the Public Sector Pay Cap, November 2017, <https://www.ippr.org/files/2017-11/uncapped-potential-november2017.pdf>

<sup>3</sup> <https://www.unison.org.uk/content/uploads/2019/06/Supplementary-Evidence-2019-Landman-Economics-Report.pdf>

There is little doubt that pay is one of the crucial determining factors that affect recruitment and retention. Findings from our membership surveys show that over 35% of staff have seriously considered leaving the council in the last 12 months, including some staff with over 20 years' service. This should therefore be a concern to the council and its elected members.

## **6. MORALE UNDER THREAT**

Working against a background of budget cuts, staff have been facing greater workload pressures. The resulting increased stress puts the morale of the workforce at risk and poses a long term threat to RBWM's ability to provide a consistent quality of service.

- Over 47% say their workload has increased in the last year
- 41% say stress levels in the workplace have increased
- Staff are finding it increasingly difficult to balance their work and domestic commitments
- These issues can lead to increasing levels of sickness and absence

Furthermore, a staggering 62.5% have revealed that morale in the workplace is either low or very low. These are all serious concerns that RBWM need to address. One of the first steps towards doing this would of course be to introduce a meaningful pay award in 2020.

## **7. CONCLUSION**

Investment in the workforce is often seen as distinct from investment in better public services. However, there's a clear link between decent pay and conditions and quality services - services that are responsive, reliable, consistent, caring and accessible. Continued improvement depends on decent pay, conditions and staff training and development. In many cases, the service *is* the staff.

The rewards employers will reap in return for investment in the well-being of their employees cannot be underestimated. An employer offering a pay cut in real terms, on top of cuts in the last nine years, will struggle to retain or attract the existing and new skilled people it needs for the future.

There can be no doubt that all employees working for RBWM have seen a significant fall in their living standards. Their real earnings have fallen substantially. Yet to deliver a quality service, RBWM relies on its workforce, and the retention of a specialist, skilled, experienced and dedicated workforce is important to the quality of service delivery. Competition for that workforce from other sectors is strong.

2020 is the year in which RBWM can therefore begin to demonstrate that its workforce is included in the recovery. This is a fair and realistic claim which we are happy to consult over in order to explain how the council can and should meet it in full.

*A. Allison*

**Asia Allison  
Regional Organiser  
GMB**

*Neil Duncan-Jordan*

**Neil Duncan-Jordan  
Regional Organiser  
UNISON**



## Appendix B

### Pay awards and trends for 2020/21 pay claim

November 2019

#### 1. Economic data

- 1.1 The Consumer Price Index including the owner occupier housing costs (CPIH) decreased to 1.7% in August 2019 from 2.0% in July 2019.
- 1.2 Retail Price Index (RPI) annual inflation decreased to 2.6 % in August 2019 from 2.8% in July 2019.

#### 2. General pay trends

- 2.1 Figures provided by XpertHR, an online resource for employment law, HR good practice and benchmarking, showed the median whole economy pay settlement level of 2.5% to the three months ending August 2019, a decrease from 2.6% in July 2019.
- 2.2 Results from the Labour Research Department (LRD) survey provided by XpertHR showed the median level of union-negotiated awards for the whole economy was 2.9% for the three months ending August 2019.
- 2.3 The Make UK (formerly Engineering Employers Federation) average for manufacturing remained at 2.6% in the three months ending July 2019. They have not produced a figure for August 2019.

#### 3. Recruitment and redundancy outlook

##### What is the short term employment outlook?

- 3.1 The latest report from Labour Market Outlook (LMO) (Summer 2019), which focuses on the recruitment and redundancy intentions of the employers in the third quarter of 2019, suggests that employment confidence has seen a modest fall but remains high compared with the measure's historical average.
- 3.2 The modest fall in employment intentions is reflected across all three broad sectors of the economy. Meanwhile, employment levels look set to increase slightly in the public sector and more positively in the voluntary sector during the same period.

##### Job Vacancies

- 3.3 Against a backdrop of buoyant labour demand, it is no surprise that a majority of organisations who are currently recruiting have hard-to-fill vacancies. Among employers who currently have vacancies in their organisation, more than two-thirds (67%) report that at least some of these vacancies are proving hard to fill. By comparison, a similar proportion (66%) of employers reported difficulties filling vacancies in their organisation during the same period in 2018. Additionally, more than two-fifths (41%) of employers report that it has become more difficult to fill vacancies over the past year. Around 1 in 20 organisations (5%) say that it has become less difficult.

- 3.4 When looking at the overall population of employers, including those who have not reported any current vacancies, the share of organisations with hard-to-fill vacancies has fallen slightly to 36% from almost four in ten (39%) during the same period in 2018. Recruitment difficulties are most prevalent in healthcare (53%), IT (45%), construction (40%) and business services (40%).

#### **4. Labour supply**

- 4.1 The survey data suggests that the employment growth over the past year has led to fewer applicants for low skilled roles. However, the number of applicants for medium and high skilled roles remains largely unchanged.
- 4.2 On average, employers received a median number of 16 applicants for the last low skilled vacancy they tried to fill compared with 20 applicants in the summer 2018. This may be due, at least in part, to the continued fall in EU net migration following the 2016 referendum.
- 4.3 In comparison, the number of applications for medium skilled jobs is unchanged from a year ago, with employers reporting ten applications per vacancy advertised. There was also little change in the supply of applicants for high skilled jobs, with employers reporting they received a median number of five applications for the most recent high skilled role they advertised for, compared with the six applications they reported receiving in the summer 2018.
- 4.4 Non-EU workers have been an important determinant of labour supply for medium-and high-skilled occupations over the recent past. According to the latest official data that looks at employment levels by country of birth, non-EU citizens account for more than a third of the annual increase in employment of 364,000 in the UK. The number of non-EU citizens in the UK workforce increased by 123,000 between Q1 2018 and Q1 2019, the majority of whom would have been subject to a relatively high skill threshold. This compares with a *decrease* of 6,000 between March 2017 and March 2018 in the number of non-EU citizens in employment in the UK. This relatively sharp increase has been mainly driven by the recruitment of nurses and medical practitioners, following a relaxation to remove doctors and nurses from the Government's migration cap in June 2018. This is consistent with the survey data in this report, which shows that employment growth expectations and recruitment difficulties are highest in healthcare. In addition, the official data shows that health and social work activities accounted for almost a third of the employment growth between Q1 2018 and Q1 2019.
- 4.5 The increase in labour supply from outside the EU may partly explain why the prevalence of hard-to-fill vacancies remains broadly unchanged compared with previous reports. The proportion of organisations that currently have vacancies and have difficulty filling those vacancies has edged up to 67% of employers from 66% during the same period last year. Looking ahead, it is highly likely that low skilled labour will become even more constrained in 18 months' time, when migration restrictions on EU nationals look set to be introduced.

#### **5. Recruitment pressures**

- 5.1 Despite the strong inflow of non-EU citizens into the UK labour market, more than four in ten (41%) employers say that it has become more difficult to hire over the past year. Just 1 in 20 (5%) employers say that it has become less difficult. Rising recruitment pressures are particularly prevalent in healthcare (55%).
- 5.2 However, there is some variation across sectors in terms of the cause of hiring difficulties. More than four in ten (42%) public sector employers say that their rising recruitment

pressures are due to fewer applications, compared with around a quarter (23%) who say that applicants are less suitable. The proportion of employers reporting receiving fewer applications is highest in healthcare (43%).

- 5.3 Organisations in the private sector (59%) are much more likely to have increased starting salaries than those in the public (30%) and voluntary (33%) sectors.

### Wages

- 5.4 One of the potential outcomes of the fall in the number of applicants for vacancies is stronger wage growth. Outlook report points to higher wage growth expectations in the private sector, with median basic pay expectations in the private sector increasing to 2.5% compared with 2% three months ago. At the same time, median basic pay expectations have risen to 1.5% from 1% in the public sector. In addition, significant minorities of employers in sectors such as construction, retail and hospitality are also signalling that rising recruitment and retention pressures are putting pressure on salaries for the majority of staff. It should also be noted that more than one in three (36%) employers expect their basic pay award to increase by at least 3% in the year ahead, which compares with 28% of employers in the same period last year. However, overall median basic pay expectations remain unchanged at 2%.

## 6. National pay negotiations

- 6.1 The current position on pay negotiations is:
- **Nationally negotiated local government employee terms and conditions (Green Book)** – two year deal ends March 2020. The Trade Unions have submitted a claim for a 10% increase and a 2 hour reduction in the working week. RBWM employees are on local pay, terms and conditions, however the Green Book applies to school support staff.
  - **Scottish Local Government** – no claim for 2020 at present.
  - **Craft Workers** – as per Green Book.
  - **Chief Executive and Chief Officers** – two year deal ends March 2020. No claim for 2020 at present. RBWM senior leaders are on local pay, terms and conditions.

## 7. National Minimum wage rates

- 7.1 Table 2 details the increase in National Minimum wage since 2010.

**Table 2: National Minimum/Living wage**

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
2019	£8.21	£7.70	£6.15	£4.35	£3.90
2018	£7.83	£7.38	£5.90	£4.20	£3.70
2017	£7.50	£7.05	£5.60	£4.05	£3.50
2016	£7.20	£6.95	£5.55	£4.00	£3.40
2015		£6.70	£5.30	£3.87	£3.30
2014		£6.50	£5.13	£3.79	£2.73
2013		£6.31	£5.03	£3.72	£2.68
2012		£6.19	£4.98	£3.68	£2.65
2011		£6.08	£4.98	£3.68	£2.60
2010		£5.93	£4.92	£3.64	£2.50

RBWM lowest hourly (excluding apprentices) rate is £8.98.

### The UK Living Wage (Voluntary)

- The current UK Living Wage is £9.00 an hour.

- The current London Living Wage is £10.55 an hour.

## Apprentice rates

6.2 Table 3 details the current apprentice rate:

**Table 3: RBWM apprentice rates**

Annual	Hourly rate	Age range
£11,839	£6.15	18 – 20*
£14,855	£7.70	21 - 24
£15,839	£8.21	25 plus

\*This is higher than the current national rate of £3.90 per hour.

## 8. Other public sector pay settlements

8.1 Table 4 details other known public sector pay settlements.

**Table 4: Other public pay settlements**

Organisation	Pay settlements
NHS	Three year deal from 2018 with pay increases ranging from 6.5% - 29% over that timescale.
Civil Service	Average pay awards limited to up to 1.5% for 2018-19.
Police	From 1 September 2019 - 2.5%.
Firefighters	From 1 July 2019 - 2%
School Teachers Pay	All pay ranges and allowances covered by the School Teachers Pay and Conditions Document (STPCD) will be uprated by 2.75% from September 2019.

## 9. RBWM - Local pay settlements history

9.1 Table 5 details the history of local pay settlements:

**Table 5 – RBWM local pay settlements**

Date	Pay change
April 2009	The last global pay award under national pay (Green Book)
April 2010	No annual pay award (local pay)
April 2011	£250 (consolidated) given to those earning less than £21,000 per annum.
April 2012	1% consolidated to those on the maximum pay point of scales 2 - 6.
April 2013	Extra increment to the value of 2.5 % added to the top of scales 2 and 3, and 2% for scales 4 and 5.
	Increment values for scales 2 and 3 adjusted to reflect at least 2.5% increase. (NB: scales now renumbered as Grades as result of new pay reward scheme).
	With the introduction of the pay reward scheme from April 2014, incremental progression is subject to at least satisfactory performance. Other staff had the potential to receive performance related pay.
April 2015	the pay reward was applied as follows: Good - 0.85%, Excellent - 2.56%, Outstanding - 5.97%
April 2016	the pay reward was applied as follows: Good - 0.78%, Excellent – 2.34%, Outstanding – 3.9%
April 2017	The pay reward was applied as follows: Good – 0.35%, Excellent 0.69%, Outstanding – 1.38%

	April 2017 – a pay award of 0.8% was also applied to all salaries
April 2018	The pay reward was applied as follows: Good – 0.5%, Excellent 1%, Outstanding – 1.5%
	April 2018 – a pay award of 2% was also applied to all salaries
April 2019	No pay award – lump sum of £552.00 for each employee

## 10. RBWM - Recruitment and Retention

10.1 Generally recruitment to vacancies in RBWM continues to have a high fulfilment rate. Vacancies in Planning have been filled despite this being a hard to recruit area, largely due to improved performance of the service, publicity of our regeneration activity and utilising salary gateways. Recruitment to Finance roles continues to be challenging in accordance with the national picture.

10.2 The Council no longer employs adult and children's social workers and other hard to fill social care roles following the partnership arrangements with Optalis and AfC and the associated transfer of staff. Therefore the council is not responsible for recruitment to these skill shortage roles.

## 11. RBWM - staff turnover

11.1 Table 6 shows the percentage turnover of staff within the Royal Borough since April 2018. Turnover is defined as all staff leaving the Council, including those transferred to a new employer through a TUPE transfer or those leaving through redundancy. Voluntary turnover refers purely to staff who resign from their positions or retire from the Council.

**Table 6: RBWM staff turnover – year to date**

	April 2019	May 2019	June 2019	July 2019	August 2019	Sept 2019	Projected March 20
<b>RBWM Turnover (YTD) including TUPE</b>	0.99%	1.48%	2.63%	2.15%	6.78%	8.64%	17.28%
<b>Voluntary Turnover (YTD)</b>	0.66%	0.99%	1.64%	3.30%	5.13%	6.81%	13.62%

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Report Title:	<b>Family Leave Policy – additional paid leave for foster carers</b>
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Rayner, Lead Member for HR, Legal , ICT, Resident and Leisure Services and Performance Management and Windsor
Meeting and Date:	12 November 2019
Responsible Officer(s):	Duncan Sharkey, Managing Director & Nikki Craig, Head of HR, Corporate Projects and ICT
Wards affected:	None

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## REPORT SUMMARY

1. The Council has various arrangements for leave for those staff with families or caring responsibilities. This report proposes to enhance the current arrangements by the addition of up to nine days paid leave for foster carers. This enhancement would be added to the current Paternity, Shared Parental and Dependent Care Leave policy, which would be renamed the Family Leave policy. This policy change supports the Council's priority of 'Healthy, skilled and independent residents'.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Employment Panel notes the report and:

- i) Approves the addition of paid leave for foster carers to the Council's Family Leave policy.

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Options

**Table 1: Options arising from this report**

Option	Comments
Approve the addition of paid leave for foster carers. <b>This is the recommended option</b>	This new provision enhances the Council's family friendly policies and supports Achieving for Children with their promotion and development of foster care services within the borough.
The addition of paid leave for foster carers is not approved.	

- 2.1 Foster carers make a significant contribution to society and the lives of children in care. Many carers have other employment and like parents need flexibility in their working lives. In addition, they will need time off to deal with issues associated with being a foster carer.
- 2.2 Achieving for Children (AfC), the Council's partner for the delivery of children's services in the Borough, has recently introduced a policy to give its own staff, who are foster carers, time off and they approached the Council asking if we would enhance our family friendly policies with the addition of an allowance of paid leave.
- 2.3 Whilst the Council does not currently have any employees who are foster carers, the introduction of this policy is intended to demonstrate our support for AfC in their promotion of foster care services in the Borough and support for employees who are considering becoming a foster carer.
- 2.4 The proposed new provision is:

For employees who are:

- Applying to become foster carers.
- An approved foster carer and have a child in placement.
- An approved kinship\* carer and have three months or more employment service with the Council.

\* A carer who is a family member such as a grandparent.

Additional paid leave in a 12 month period for:

- Assessment and initial training prior to approval as a foster carer - up to three days.
- Attendance at panel for approval - one day.
- Child review meetings, annual foster carer review meeting, settling any child into placement and training - up to five days.

The leave (up to four days) for assessment, initial training and the panel approval would be a one off allowance. Once approved as a foster carer, the foster carer would be entitled to up to five days annually. Requests for time off would be agreed locally in line with individual and service's needs.

- 2.5 The Council has a policy that covers Paternity, Shared Parental and Dependant Leave. Appendix A contains a section on Foster Care leave that will be added to this policy. The policy will be renamed Family Leave policy.
- 2.6 The model policy for schools will also be updated and schools encouraged to adopt the revised policy.

### 3. KEY IMPLICATIONS

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery



Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Policy updated and publicised to staff by 30 November	Policy not updated and publicised to staff	30 November 2019	n/a	n/a	30 November 2019

#### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

4.1 There is no immediate financial impact.

#### **5. LEGAL IMPLICATIONS**

5.1 There are no legal implications.

#### **6. RISK MANAGEMENT**

6.1 There are no risks identified.

#### **7. POTENTIAL IMPACTS**

7.1 Equalities: An Equality Impact Assessment has not been done.

7.2 Climate change/sustainability: There are no climate change/sustainability implications

7.3 Data Protection/GDPR: Employee data is processed in accordance with the HR Privacy Statement, which is published on the website.

#### **8. CONSULTATION**

8.1 No consultation was undertaken. The Trade Unions were advised of the proposal and were supportive.

#### **9. TIMETABLE FOR IMPLEMENTATION**

9.1 The full implementation stages are set out in table 4.

**Table 4: Implementation timetable/**

Date	Details
14 November 2019	Approval of policy
30 November 2019	Updated policy is published and publicised

## 10. APPENDICES

- 10.1 This report is supported by one appendix:
- Appendix A – Leave for foster carers

## 11. BACKGROUND DOCUMENTS

- 11.1 There are no background documents for this report.

## 12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Rayner	Lead Member for HR, Legal, ICT, Resident and Leisure Services and Performance Management	28/10/19	28/10/19
Duncan Sharkey	Managing Director	29/10/19	
Russell O'Keefe	Executive Director	29/10/19	
Andy Jeffs	Executive Director	29/10/19	
Ruth Watkins	Deputy S151 officer	29/10/19	
Elaine Browne	Head of Law	29/10/19	
Nikki Craig	Head of HR, Corporate Projects and ICT	25/10/19	25/10/19
Louisa Dean	Communications		
Kevin McDaniel	Director of Children's Services	29/10/19	30/10/19
Hilary Hall	Director Adults, Commissioning and Health	29/10/19	30/10/19
Karen Shepherd	Head of Governance	29/10/19	29/10/19

## REPORT HISTORY

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No	<b>To Follow item?</b> No
Report Author: Karin Zussman-Ward, Lead HR Policy and Reward Advisor, 01628 796211		

## **Appendix A**

### **New section to be added to the Family leave Scheme**

#### **14 Foster Carers Leave**

- 14.1 This provision applies to employees who:
- Are applying to become foster carers.
  - Are approved foster carers and have a child in placement.
  - Are an approved kinship\* carer and have at least three months service with the Council.
- 14.2 Employees must:
- Have continuous service with the Council of at least one year.
  - Provide evidence of their application to become a foster carer.
  - Provide a notice of acceptance as a foster carer.
  - Provide evidence of any placement.
- 14.3 Paid time off will be:
- For assessment and initial training prior to approval as a foster carer – up to three days
  - Attendance at panel for approval – one day.
  - Child review meetings, annual foster carer review meeting, settling a child into a placement and training – up to five days.
- 14.4 Leave for assessment and initial training prior to approval as a foster carer and attendance at panel for approval would be a one-off allowance. The remaining five days is available over a 12 month period on an annual basis.
- 14.5 Requests for time off should be discussed initially with the Line Manager and then requested in writing. Leave will be approved on a discretionary basis taking into account the individual circumstances and service needs.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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